

Arizona Commission on the Arts

**Guide to Grants for
Organizations and
Schools
2012-2013**

Fiscal Year 2013 Grants

ARTS LEARNING GRANTS

Grant Deadline: Thursday, March 15, 2012

TABLE OF CONTENTS

Overview – Page 3

Funding Criteria – Page 4

- Funding Eligibility Scale
- Sample Budget

Arts Learning Project Grants Eligibility – Page 6

- Eligible Fees
- Ineligible Fees

Additional Requirements and Information – Page 7

- Required Supplementary Materials
- Submitting a Draft
- Frequently Asked Questions

Completing an Online Project Application in EGOR – Page 9

Staff Contacts – Page 10

OVERVIEW

The Arizona Commission on the Arts is committed to making the arts fundamental to education, particularly in projects that serve preK-12 students, classroom teachers, educators, arts specialists, teaching artists and administrators in school, out-of-school and summer/inter-session projects. Arts Learning Grants are available for schools and organizations working with students, educators or teaching artists in an arts learning capacity and can take place in a variety of settings and formats.

The Arts Commission is also committed to supporting projects that build students' skills and understanding related to the arts, reflecting the Arizona Arts Standards. For the current copy of the Arizona Arts Standards, visit: <http://www.azed.gov/standards-practices/art-standards/>.

Arts Learning Project Grants are initiated by Schools, School Districts, Boys and Girls Clubs, parks and recreation programs, neighborhood centers, libraries, social service and community organizations, YMCAs.

Applicants can verify their eligibility to apply for grants within this area on page 6 of the Overview.

Arts Learning Project Grants support projects that:

- Support current arts learning programs, curriculum, and art specialists and do not supplant programs, curriculum or arts specialists, or provide them due to a lack thereof. Applications that seek to replace the role of art specialists in schools with an Artist in Residence will not be reviewed.
- Make the arts an essential, fundamental part of school curriculum.
- Provide more than a simple exposure to the arts and take place over a period of time with a group of identified participants.
- Provide professional development opportunities for educators and/or artists.
- Demonstrate arts learning through the development of partnerships among artists, arts organizations, classroom teachers, arts specialists and the community.
- Intend to leave a lasting impact.
- Build community support and visibility for the arts and arts learning.
- Focus on learning in, through or about the arts. If Arts Integration is the focus, the arts should be as significant as or more significant than other disciplines in the project design.

We recommend that you contact Arts Learning Staff to discuss your project plan before beginning an application. **Arts Commission staff can provide:**

- Expanded information and resources about learning in, through and about the arts.
- Expanded information related to creating learning objectives, evaluation and assessment tools.
- Consultation in the project's idea development phase. Consultation can take the form of community workshops, brainstorming meetings, site visits, telephone conferences, email correspondence, sharing of previously successful proposals, reports from previous years' projects.
- Review of an application draft for first-time applicants. See page 8 for more information.

Resources for applicants are available on the Arts Commission's website. Visit the Arts Learning Resources page at <http://www.azarts.gov/arts-learning/resources/> for more information.

Please review all guidelines carefully; incomplete applications will be ineligible for review or funding.

FUNDING CRITERIA

The following criteria are the basis for the panel review of all Arts Learning Project Grant applications and relate to the narrative sections of the online application:

- **Artistic Quality of Project Design** (for service organizations, *quality of service*)
- **Articulation of Participant Learning** within application
- **Outline of Learning Assessment and Program Evaluation** within application
- **Evidence of Community Engagement** within application
- **Appropriateness of the applicant's budget** to carry out the proposed project

Panelists will use a Ranking Tool to review applications. The Arts Learning Ranking Tool is available at: <http://www.azarts.gov/grants/organizations-and-schools/guides/>.

Funding Eligibility Scale for Arts Learning Grants

Arts Learning Project Grants																													
<p>The Arts Commission strongly recommends artist services be limited to four class-period services per day, or two class-period services and one full performance per day. This assures a quality experience for all participants.</p> <p>Due to the flexibility of their art form or their own way of working, some artists may be willing to provide more services per day. This is not to be expected.</p> <p>Be sure to confirm the number of artist(s) services for each residency day prior to submitting the grant. Include these details in your contract/letter of agreement.</p> <p>The minimum grant award is \$750. Your budget must include at least \$1,500 in guest artist/consultant fees.</p>	<p>Guest Artist/Consultant Fees MATCH REQUIRED</p> <p>In these grant programs, the minimum compensation for any artist or consultant is \$50 per hour/session. Artists/consultants may set fees higher than this level; any fee above \$50 per hour/session will become the responsibility of the school/community organization.</p> <table border="1" data-bbox="561 968 1490 1339"> <tr> <th>If artist/company fees/expenses are between:</th><th>You may request up to:</th></tr> <tr><td>\$ 1,500 to \$4,000</td><td>50% of eligible fees/expenses</td></tr> <tr><td>\$ 4,001 to \$6,000</td><td>\$2,000</td></tr> <tr><td>\$6,001 to \$8,000</td><td>\$2,500</td></tr> <tr><td>\$8,001 to \$11,000</td><td>\$3,000</td></tr> <tr><td>\$11,001 to \$15,000</td><td>\$3,500</td></tr> <tr><td>\$15,001 to \$20,000</td><td>\$4,000</td></tr> <tr><td>\$20,001 to \$40,000</td><td>\$4,500</td></tr> <tr><td>\$40,001 to \$60,000</td><td>\$5,000</td></tr> <tr><td>\$60,001 to \$100,000</td><td>\$5,500</td></tr> <tr><td>Above \$100,00</td><td>\$5,500 + up to 5% of fees beyond \$100,000</td></tr> </table> <p>Travel Honorarium NO MATCH REQUIRED</p> <p>The Arts Commission provides a sample scale for travel/per diem. Maximum request of \$1,300 in travel honorarium.</p> <table border="1" data-bbox="561 1501 1490 1646"> <tr> <td colspan="2">For projects where travel/per diem is requested, calculate round trip (RT) map mileage from artist/consultant's city to applicant city.</td></tr> <tr> <td>0-70 miles RT</td><td>\$0 miles/lodging/meal honorarium</td></tr> <tr> <td>71-400+ miles RT</td><td>\$60 per day, all-inclusive mileage/lodging/meal honorarium</td></tr> </table>	If artist/company fees/expenses are between:	You may request up to:	\$ 1,500 to \$4,000	50% of eligible fees/expenses	\$ 4,001 to \$6,000	\$2,000	\$6,001 to \$8,000	\$2,500	\$8,001 to \$11,000	\$3,000	\$11,001 to \$15,000	\$3,500	\$15,001 to \$20,000	\$4,000	\$20,001 to \$40,000	\$4,500	\$40,001 to \$60,000	\$5,000	\$60,001 to \$100,000	\$5,500	Above \$100,00	\$5,500 + up to 5% of fees beyond \$100,000	For projects where travel/per diem is requested, calculate round trip (RT) map mileage from artist/consultant's city to applicant city.		0-70 miles RT	\$0 miles/lodging/meal honorarium	71-400+ miles RT	\$60 per day, all-inclusive mileage/lodging/meal honorarium
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Sample Budget for Arts Learning Grants

This is a representative **sample** budget for an arts learning grant application. In this example, the “Maximum ACA Grant Amount” is calculated as follows:

- **Total Artist Fees:** \$5,000 – According to the Funding Scale, applicant may request \$2,000 from the Arts Commission; the remaining \$3,000 will be matched by the grantee.
- **Travel/Per Diem:** \$800 – The Arts Commission will provide the full \$800 as it is less than \$1,300.
- **Other:** \$200 – Itemize any other project costs here.

“Maximum ACA Grant Amount” = \$2,800

Expenses		Cash Only	Revenue	
1.) Guest Artists		\$ 3000	6. Earned Revenue	
Name			\$ 0	
Name			Support (contributed income)	
			7. Corporate	
			\$ 0	
			8. Foundation	
			\$ 0	
			9. Other Private Contributions	
			\$ 200	
2.) Consultants/Other Experts		\$ 0	10. Government Support	
			a.) Federal	
			\$ 0	
			b.) Regional	
			\$ 0	
			c.) State	
			\$ 0	
			d.) County	
			\$ 0	
			e.) City	
			\$ 0	
			f.) Phoenix Office of Arts and Culture	
			\$ 0	
			g.) Tucson/Pima Arts Council	
			\$ 0	
			h.) Other	
			\$ 2000	
3. Travel/Per Diem		\$ 800	Total Government Support	
# of Days x \$60			\$ 2000	
			11. Cash Income <u>Without Grant</u>	
			\$ 2200	
4. Other (Itemize)		\$ 200	12. Maximum ACA Grant Amount	
paper			\$	
paint			13. Total Cash Income	
etc.			\$ 4,000	
etc.				
5. Total Expenses:		\$ 4,000		

Cash expense must equal cash income. The system will not alert you if your budget is not balanced.

The “Maximum ACA Grant Amount” will not auto populate. You must make this calculation yourself based on the Funding Scale (p. 4).

ARTS LEARNING PROJECT GRANTS

Initiated by Schools, School Districts, Boys and Girls Clubs, parks and recreation programs, neighborhood centers, libraries, social service and community organizations, and YMCAs , these grants provide matching funds to support the costs of arts learning programs for students, communities, teachers and/ or teaching artists. These projects focus on participant learning and may additionally provide professional development services.

Individual schools/districts/organizations may only apply for one Arts Learning Grant of any type per grants cycle.

Eligible Fees

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

Arts Learning Project Grant Eligible Fees ***NOTE *** Numbered headings correspond to budget lines in the EGOR online application	
1.) <u>Guest Artists</u>	
	Guest artist fees (Identify and list all guest artist(s)/companies and specific fees related to the project.)
2.) <u>Consultants/ Other Experts</u>	
	Consultant/Other Expert fees (Identify and list all contracted consultant(s) and specific fees related to the project.)
3.) <u>Travel/Per Diem</u>	
	Guest artist travel (Identify guest artist(s)/company, days at project site and artist/company city of origin)
	Consultants/ Other Experts (Identify guest consultant/expert days at project site and consultant/expert city of origin)
4.) <u>Other (Itemize)</u>	

Ineligible Fees

Common requests that are ineligible fees for Artist in Residence Grants are: support for teachers or staff salaries, board members, funding for insurance, support for food and beverages for receptions and hospitality functions, support for fundraising projects, space/costume/set rental, support for scholarships and awards, support for travel for students/participants, religious institution-led or religious group-sponsored projects not open to participation by non-congregants, and religious institution-led or religious group-sponsored projects whose primary purpose is the religious socialization of individuals, or which exist as parts of religious sermons or services. **This list is not comprehensive.**

ADDITIONAL REQUIREMENTS AND INFORMATION

Required Supplementary Materials

All Arts Learning Project Grant applicants are **REQUIRED** to submit all of the following supplementary materials in support of Arts Learning grant applications. **Please note that the Arts Commission will no longer accept supplementary materials by mail. Materials not submitted according to the following guidelines will not be accepted.**

Supplementary materials that must be uploaded to EGOR:

- Federal Tax Exemption Letter (first-time applicants only). This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government are exempt from this requirement.
- Signed Letters of Support.
 - Applicants must provide no more than 2 letters of support, written and signed by the project's collaborating artist/company, arts organization or consultant, demonstrating commitment to the project.
- Sample Learning Assessment Tool.
Visit <http://www.azarts.gov/arts-learning/resources/> for related resources.
- Sample Project Evaluation Tool..
Visit <http://www.azarts.gov/arts-learning/resources/> for related resources.
- Fiscal Sponsor Letter of Agreement (if applicable). If using a Fiscal Sponsor, an organization must scan and upload a letter **signed** by both authorizing officials from the grantee organization and Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.
- Artist/Company/Consultant Support Materials (if applicable). If the project utilizes an artist, company or consultant not listed on the Arts Commission Teaching Artist Roster, submit the artist's, company's, or consultant's resume as well as audio, video or visual materials that demonstrate artistic quality. Materials must speak to the artistic quality or service quality of either the proposed project or a recent past project.
 - Artist/Company/Consultant Resume: Upload the artist's, company's or consultant's resume to EGOR.
 - Audio, Video and Visual Materials Form: Upload the Audio, Video and Visual Materials Form to EGOR. **This form is REQUIRED**, and serves to clarify the relevance of the submitted material to the submitted project proposal as well as to identify and describe work shown in the materials. Audio, video or visual materials not accompanied by this fully completed form WILL NOT be accepted. Download the Audio, Video and Visual Materials Form at <http://www.azarts.gov/grants/organizations-and-schools/guides/>.
 - Audio, Video and Visual Materials: The artist/company/consultant should upload their audio, video or visual materials to any accessible web site or web service of their choosing (YouTube, Flickr, personal website, etc.). Include the full URL, along with any other necessary information for accessing the uploaded files, in the Audio, Video and Visual Materials Form.

Submitting a Draft

New Arts Learning applicants are strongly encouraged to contact the Arts Commission well in advance of the deadline to discuss proposed project(s). New applicants may request Arts Commission staff review draft Arts Learning applications for a one-time feedback session not exceeding 15 minutes or one email. Only complete applications can be submitted as drafts. **Drafts must be submitted through EGOR no later than Friday, February 24, 2012 and applicants must notify the appropriate Arts Learning grant contact of draft submission.** Staff review does not guarantee funding, but can help strengthen an application.

Frequently Asked Questions

The following section provides answers to a few of the most frequently asked questions regarding Arts Learning Project Grant applications. This section is not comprehensive. If your questions are not answered here, please contact the appropriate staff member (see page 10).

- ***How do I access the online application?***
The online application is accessed through the Electronic Grant Online Resource, or EGOR, at <https://www.culturegrants-az.org/>. If you already have an Account Profile, log in using your username and password. If you do not yet have an account, use the "Create an Organization Profile" link to get started.
- ***Do I have to complete the entire application at once?***
No. EGOR allows you to save your work and complete the application over time. However, once you have clicked the "Submit Application" button on the last page, you will not be able to make any further changes.
- ***When does my project have to take place?***
All projects must take place between July 1, 2012 and June 30, 2013. Any projects, or days of a project, that take place outside of this timeframe are not eligible for Fiscal Year 2013 Arts Commission funding.
- ***Where do the matching funds have to come from?***
The Arts Commission does not require that matching funds come from any particular source. We encourage you to explore all options, including school funding, PTO/PTA funding, foundations, private donors and other grants.
- ***Does the guest artist or consultant have to be listed on the Arts Commission's Teaching Artist Roster?***
No.
- ***Can a teacher, staff or board member at the school or organization be hired as the guest artist?***
No.
- ***Am I required to upload both a learning assessment and a project evaluation tool?***
Yes. All applicants are required to upload at least one sample assessment tool that demonstrates assessment of stated learning objectives and one sample evaluation tool that demonstrates evaluation of the overall project.
- ***Where can I find resources for developing my learning assessment and project evaluation?***
Resources for applicants are available on the Arts Commission's website. Visit the Arts Learning Resources page at <http://www.azarts.gov/arts-learning/resources/>.

COMPLETING AN ONLINE PROJECT APPLICATION IN EGOR

Application Narrative

Applicants are asked to address the following questions within the application and are required to complete a budget (to address the criterion related to *appropriateness of budget*).

In EGOR, questions require yes/no or short form responses unless a character count is indicated.

Applicants are strongly advised to develop responses to narrative questions using word processing software, to save often, and then to copy and paste completed responses into the EGOR application.

Applicants will be required to answer all questions completely in the text boxes provided. Applicants should make note of sections that ask multiple questions, as well as the character count for each question. All questions must be addressed in full. Applicants are advised to assume that the panel reviewing grant applications knows nothing about your community, school, organization or programming.

Review Criterion: Artistic Quality

- Name of artist, company or consultant.
- Is this artist/company/consultant on the Arizona Commission on the Arts Teaching Artist Roster or the Consultant Services Roster?
- Describe the artistic quality, skills or experience of the artist(s), company or consultant as related to the objectives of the project. 450 characters maximum.
- Describe how the artist(s), company or consultant was engaged in the development of the project. 450 characters maximum.
- If applicable, please describe your reasons for selecting the same artist(s), company or consultant your site has been involved with in the past. How will this project build upon previous projects? 275 characters maximum.

Review Criterion: Articulation of Participant Learning

- Describe the project goals for participant learning; what will participants know and be able to do as a result of the project. 400 characters maximum.
- Describe the learning activities and instruction that will enable participants to achieve the desired learning goals. 800 characters maximum.
- If a core group will be engaged in a deeper learning experience within the project, briefly describe how they will be engaged. 400 characters maximum.

(Application Narrative questions continued on page 10)

Review Criterion: Outline of Learning Assessment and Program Evaluation

- List the project's specific learning objectives and identify how you will fairly and accurately assess each stated learning objective. 1600 characters maximum.
Example:
Objective A. Participants will be able to choreograph a personal dance.
Assessment A. Participants will demonstrate choreographed piece to teaching artist.
- Detail the criteria on which the project and artist/company/consultant will be evaluated. Describe how the project evaluation will be conducted, used and shared with project participants and with wider audiences. 1600 characters maximum.
- Describe in detail how this project will address the Arizona Arts Standards, through exposure or introduction, or by addressing one or several of the standards on a deeper level. Describe how your learning assessment will relate to the Arizona Arts Standards, available at <http://www.ade.az.gov/standards/arts/revised/>. 800 characters maximum.

Review Criterion: Evidence of Community Engagement

- Describe how the broader community will be engaged in the project activities and/or events. 600 characters maximum

STAFF CONTACTS

Please contact Alex Nelson, Director of Arts Learning at 602-771-6521 or anelson@azarts.gov with Arts Learning Grant application questions from the following applicant types:

- Community and service organizations

Please contact Patrick Fanning, Arts Learning and Special Projects Coordinator at 602-771-6529 or pfanning@azarts.gov with Arts Learning Grant application questions from the following applicant types:

- Schools and school districts

Please contact Ginny Berryhill, Grants and Information Technology Manager at 602-771-6528 or gberryhill@azarts.gov for questions related to EGOR, the Electronics Grants Online Resource.